

Tolowa Dee-ni' Nation

Position Description

Title: Repatriation Coordinator
Class: Non-management
Status: Full-time
Supervisor: Culture Director
Effective Date: October 2016

Dept: (08) Culture Department
FLSA: Non-exempt
Pay Grade: VII/VIII (\$17.45 - \$27.58)
Subordinates: None
Grant Funded: Yes

Position Summary:

The Native American Graves Protection and Repatriation Act (NAGPRA) – National Park Service (NPS), passed in 1990, provides a process for museums, state and local governments, and Federal agencies to return certain Native American cultural items to lineal descendants, culturally affiliated tribes, and Native Hawaiian organizations. These cultural items are ancestral remains, funerary objects associated and unassociated, sacred objects, and objects of cultural patrimony.

The Repatriation Coordinator is responsible for keeping the Nation in compliance with the Native American Graves Protection and Repatriation Act through the completion of grant deliverables. The Repatriation Coordinator is responsible for the management of the Nation's collection. The Repatriation Coordinator will manage the entire collection by facilitating the permanent and temporary location of the collection, managing the collection database (Past Perfect), and ensuring proper storage and maintenance of items in the collection.

Essential Duties and Responsibilities: include the following.

- Implementation of NAGPRA regulations, including the development and maintenance of inventories, summaries, notices and supporting documentation for the tribe's program.
- Developing and maintaining relationships with Tribal representatives regarding NAGPRA sensitive collections, conducting formal consultations, establishing culturally appropriate guidelines for handling and curation of human remains, funerary objects, sacred objects and objects of cultural patrimony, and facilitating visits and transfers and/or repatriation claims.
- Managing communications with National NAGPRA and other institutions, and the media about this program.
- Facilitate collaboration, communication and consultation with Tolowa Dee-ni' Nation departments and programs as necessary.
- Establishes a database for all NAGPRA letters of inventory; consults with/visits museums, institutions, and repositories holding NAGPRA materials and objects and complete current grant program scope of work.
- Submit and facilitate repatriation claims as set forth by the Tolowa Dee-ni' Nation and the National Register Standards.
- Facilitate educational opportunities to increase community awareness of NAGPRA and curation techniques.
- Participate as a stakeholder representative of the Nation in the North Coast NAGPRA Coalition.
- Serve as point of contact for the acquisition, procurement, loan of any potential addition to the Nation's collection.
- Facilitate Tr'vm-dan' Committee meetings.
- Inventory, maintenance and upkeep and location of objects and records in the Nation's collection through use of the Tribal Collection Database Management System (Past Perfect), including but not limited to baskets, regalia and archaeological objects, photos and documents.
- Management of collection environment to ensure proper preservation of collection.

10.6.16 New Job Description approved at TC meeting.

- Available to work outside normal business hours, travel and attend meetings.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- Experience with formal consultation and implementation of NAGPRA, including inventory of human remains and artifact collections, cataloging, collections documentation, determination of cultural affiliation, publishing formal Notices, with preference for experience with Culturally Unidentifiable human remains and artifact collections.
- A Bachelor's Degree or equivalent with experience and knowledge of historic and cultural preservation issues, regulations, and activities. Prefer college study in historic and cultural preservation, archaeology or anthropology or equivalent experience of five (5) years or more of field experience preferred.
- Previous experience or education focusing on Native American cultural heritage issues is desirable.
- Understanding of Tolowa Dee-ni' culture, heritage and practices. Knowledge of the history, culture, laws, rules, customs and traditions of the Tolowa Dee-ni' Nation.
- Knowledge of TCP (Traditional Cultural Places), NAGPRA (Native American Graves Protection and Repatriation Act), and California State Burial Law.
- Knowledge of potential contaminants to objects and possible hazards such as arsenic and lead.
- Ability to analyze, evaluate and resolve operational, procedural problems.
- Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral and written reports and recommendations.
- Skill in exercising independent judgment and initiative within established guidelines without close supervision.
- Skill in analyzing data, drawing logical conclusions, and making sound decisions and recommendations.
- Skill in forming cooperative relationships with others who do not have a direct reporting relationship.
- Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.
- Skill in establishing and maintaining effective work relationships with a wide range of people, the scope of which is illustrated by, but not limited to, the following: archaeological consultants, the staff of federal and state agencies, staff, community officials, members of the community and the public.
- The ability to work in programs such as Past Perfect, GIS, and Microsoft Office Suite.
- Effective communication skills and cultural sensitivity.
- Must be able to pass a complete background check and drug test.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and the ability to distinguish shades of color.

Work Environment:

The noise level in the work environment is usually moderate, (examples: business office with computers and printer light traffic). At sometimes there may be situations that require you to work in a confined place.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____